

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Fleet Management Internal Service Fund

**Policy
Number**

H-1

Page

1 of 2

Purpose

To establish guidelines for the development, administration and control of the Fleet Management Internal Service Fund (ISF).

Background

In October 1996, the Board of Supervisors established the Fleet Management ISF for General Fund vehicles and mobile equipment. The intended use of the ISF was to accrue vehicle replacement costs prior to the end its useful service life, on a regular and planned basis.

Policy

It is the policy of the Board of Supervisors that:

1. The Department of General Services is responsible for the administration and control of the Fleet Management ISF.
2. The Department of General Services will maintain an ongoing master inventory of all County vehicles and mobile equipment. The date of a vehicle's entry in the master inventory is to be the date it is delivered fully operational to the user department.
4. The Department of General Services shall annually establish rates or charges for the operations, maintenance and depreciation of vehicles in the ISF; the methodology, the rates or charges and all supporting data to be approved by the Auditor and Controller and provided to the user departments prior to January 1 of each year.
5. Interest earnings on the ISF will be placed in the depreciation reserve of the ISF to offset inflation costs related to the purchase of replacement vehicles and mobile equipment.
6. The Department of General Services shall ensure that the rates or charges are sufficient to recover both operating and overhead costs of the services provided for ISF vehicles, including accident repairs.
7. Except as noted below, the Fleet Management ISF will charge user departments a depreciation rate on vehicles and mobile equipment in the ISF; the accumulated funds to be placed in an interest-bearing account in the ISF, and used to purchase replacement vehicles and mobile equipment as required.

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**Policy
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H-1

Page

2 of 2

8. Vehicles and mobile equipment funded with grant funds donated vehicles, and any other category of vehicle not in the ISF, will not be charged a depreciation rate, but will be subject to all other applicable rates and charges.

9. All proceeds from the sale of replaced or salvaged vehicles and mobile equipment in the Fleet Management ISF and all insurance settlements for their damage, shall be deposited in the ISF account.

10. All maintenance and repair of ISF vehicles and mobile equipment will be provided by or through the Department of General Services; the Department of General Services being authorized to determine when it is more cost efficient to use the private sector for specified maintenance or repair activities.

11. The Department of General Services, in conjunction with user departments, will develop and prioritize criteria for replacing vehicles and mobile equipment in the ISF, the criteria to include: safety, cost of repair or operation, user department requirements, age and mileage.

12. The Department of General Services will prepare, distribute and maintain a Fleet Manual describing the operations of the ISF.

Responsible Departments:

1. Department of General Services
2. Auditor and Controller

Sunset Date:

This policy will be reviewed for continuance by 12-31-17.

References:

06/24/97 (68)
01/28/03 (16)
12/09/08 (33)
06-28-11 (9)